

From: [Bokun, Lisa](#)
To: [Paisley, Eric](#)
Cc: [Ragon, Derek](#); [Cable, Gregory](#); [Weece, Adam](#); [Christian, Doretha](#); [Loesel, Matthew](#); gbrown@hc-inc.net; [Hyson, David](#); [Johnson, WilliamG2 \(Billy\)](#); [Moore, Gary](#); [Adams, Mikeal](#)
Subject: RE: PLEASE READ: Process for Check-in
Date: Friday, September 15, 2017 8:38:45 PM

Thanks Eric – both processes look simple enough. A couple of general notes to add – people who arrive for check in at **any** of our branch locations **MUST** be able to provide their Asset Tracker # so, whoever (START for Alpha & HCI for Charlie) is checking them in **MUST** capture that Asset Tracker # as part of the check in process. Any person arriving without an Asset Tracker # should not be processed beyond that point until it is determined that the person should actually be there and has not self-deployed. Branches will need to create and maintain a check-in log to document and track all arriving personnel. For Charlie Branch, please ensure HCI creates and maintains a check in log to include Asset Tracker #'s.

Matt – please ensure the START check-in POC at Alpha creates and maintains a check in log to include Asset Tracker #'s. If this request needs to be filtered through someone else, just let me know. Thanks.

From: Paisley, Eric
Sent: Friday, September 15, 2017 5:37 PM
To: Bokun, Lisa
Cc: Ragon, Derek ; Cable, Gregory ; Weece, Adam ; Christian, Doretha ; Loesel, Matthew ; gbrown@hc-inc.net; Hyson, David ; Johnson, WilliamG2 (Billy) ; Moore, Gary
Subject: Re: PLEASE READ: Process for Check-in
Check in process for Alpha and Charlie Branch

Alpha Branch

Sign-in at front desk. Go to either Operations Section Chief or the Planning Section Chief. Check-in with them and they will guide person to the EPA Resources (START). Resources will send them to the HCI Logistics representative to receive lodging assignment. Individual will provide name, assignment and demob date. Individual will then receive a walk through of assigned trailer to instruct them on proper trailer operations.

Charlie Branch

Arrive at Jack Brooks Airport and report to trailer #21 HCI Logistics representative (910-988-8749) Greg Brown. Trailer will identified with HCI sign on door. Individual will provide name, assignment and demob date. HCI will issue trailer and conduct a trailer walk through and instruct them on proper trailer operations.

Sent from my iPad

On Sep 15, 2017, at 3:18 PM, Bokun, Lisa <Bokun.Lisa@epa.gov> wrote:

Sign-in at front desk. Go to either Operations Section Chief or the Planning Section Chief for EPA. Check-in with them and they will guide person to the EPA Resources START. That person will make sure to contact Rob/Contractor about getting trailer and then check person in to Dallas via email.